Accounting Technicians and Bookkeepers

Job Description: Accounting technicians and bookkeepers manage day-to-day financial recordkeeping for many different types of businesses. They may work for Chartered Professional Accountants (CPAs) and other accounting professionals or they may offer personal bookkeeping services.

Wage Range: $15.38 -$36.54

BC Labour Market Outlook 2019-2029: Over 9,430 job openings throughout BC

- [Click here](#) to visit the WorkBC labour market outlook site

Future Opportunities:
Professional Accounting
Management or Supervisory Jobs

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Skills and Competencies Courses:
Skills and competencies such as communication, numeracy, computer literacy, critical thinking, and time management are what employers look for in their employees. *Click on the course titles below for more information:*

Course	Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
Keys to Effective Communication	●	●		●	
Communication Strategies	●	●	●	●	●
Time Management	●	●	●	●	●
Persuasive Communication	●				
Interpersonal Communication	●	●		●	
Organizational Skills	●	●	●	●	●
Computer Skills for the Workplace	●	●		●	
Critical Thinking	●	●	●	●	●

Courses for Job Entry:
These courses will give you the skills needed to gain employment in as accounting technician and bookkeeper. *Please click on the course titles for more information:*

Course	Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
Sage 50 Level 1	●	●	●	●	●
Accounting/Bookkeeping Basics	●	●	●	●	●
Microsoft Excel and Access 2019 Suite		●		●	

Professional Development:
Programming and software skills are extremely valuable for any accountancy professional. The courses below train a variety of extremely popular programming languages. *Please click on the course titles for more information:*

Course	Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
Intermediate Microsoft Access 2019/Office 365	●	●		●	
Microsoft Excel and Access 2019 Suite		●		●	
Advanced Microsoft Excel 2019/Office 365	●	●		●	
Introduction to Business Analysis	●	●		●	

Online-Self Directed Offering: These courses are for those who have moderate computer experience and want a to be able to fit course work around their schedules. These courses are entirely done online with the majority of courses having a 3-month completion time frame. (with some exceptions) These courses can be enrolled in at any time.

Online Instructor Lead: These courses have a structured schedule and are instructor lead. This is a great option for those who have time in the schedules and who need some support of an instructor

Virtual Face to Face: These courses have a structured schedule and are conducted like a more traditional face to face course that allows instructor and students to communicate in real time and collaborate together in break out rooms.

Instructor Support Add On: These courses can have the option of instructor support added on to the course itself. This is the perfect option for those are new to online courses or just need a bit of extra support and check ins. This option would have more of a structured schedule.

In Class Face to Face: These courses are delivered in the traditional classroom setting. This option is great for courses that have hands on components as well as deeper discussions, role play and a more personal setting.

Customized Private Group Training: If you have a group of people that you want to train at one time, you can have a class that is just for your group. This can be for one course or a group of courses. Group trainings can also be customized to fit the needs of your group.

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